

PERTH AND KINROSS COUNCIL

STRATEGIC POLICY AND RESOURCES COMMITTEE

24 NOVEMBER 2021

CORPORATE & DEMOCRATIC SERVICES BUSINESS MANAGEMENT AND IMPROVEMENT PLAN 2021/22

Report by the Chief Operating Officer

(Report No. 21/218)

PURPOSE OF REPORT

This report presents the Business Management and Improvement Plan (BMIP) for 2021/22 for Corporate & Democratic Services. It sets out priorities for the Service and improvement activity to enable and support delivery of the Council's strategic objectives and priority outcomes.

1. BACKGROUND/MAIN ISSUES

- 1.1 This report presents the Corporate & Democratic Services BMIP for the period 2021/22.
- 1.2 The Corporate & Democratic Services' BMIP sets out the key Service priorities which will be delivered to ensure better outcomes and contribute to the delivery of the Council's strategic objectives, as well as meeting new and developing national policy requirements.
- 1.3 The BMIP is supported by additional information which shows our performance against a set of Corporate Indicators. This information can be accessed through the Council's online dashboard, [PK Performs](#). For CDS related information the appropriate document to download is the first in the list entitled '**Organised to Deliver**'.

2. PROPOSALS

- 2.1 The BMIP for 2021/22 sets out how the Service will contribute as strategic enablers of change and transformation, support Council democratic processes and manage the governance framework. The BMIP also describes improvements in our specialist customer services directly to the communities of Perth and Kinross. The ongoing effects of the pandemic will continue to bring additional challenges which influence both current and future priorities, and in some cases, our ability to monitor progress and performance.
- 2.2 The priority themes within the plan are as follows:-
 - Getting the basics right
 - Developing people, skills, and capacity
 - Exploiting digital opportunities and data insight
 - Protecting our physical and information assets
 - Improving our customers' experience
 - Working Smarter

3. CONCLUSION AND RECOMMENDATIONS

3.1 The BMIP sets out how the Service will enable and support delivery of the Council's strategic objectives and priority outcomes.

3.2 It is recommended that the Committee:

- i) Approves the Corporate & Democratic Services Business Management and Improvement Plan for 2021/22.

Author

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Ian Caldow	Service Centre Manager	Committee@pkc.gov.uk 01738 475000

Approved

Name	Designation	Date
Karen Donaldson	Chief Operating Officer (Corporate & Democratic Services)	22 October 2021

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1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

Strategic Implications	Yes/None
Community Plan/Single Outcome Agreement	Yes
Corporate Plan	Yes
Resource Implications	
Financial	None
Workforce	None
Asset Management (land, property, IST)	None
Assessments	
Equality Impact Assessment	None
Strategic Environmental Assessment	None
Sustainability (community, economic, environmental)	None
Legal and Governance	None
Risk	None
Consultation	
Internal	Yes
External	None
Communication	
Communications Plan	None

1. Strategic Implications

Community Plan/Single Outcome Agreement

1.1 This section sets out how the proposals relate to the delivery of the Perth and Kinross Community Plan/Single Outcome Agreement in terms of the following priorities:

- (i) Giving every child the best start in life;
- (ii) Developing educated, responsible, and informed citizens;
- (iii) Promoting a prosperous, inclusive, and sustainable economy;
- (iv) Supporting people to lead independent, healthy, and active lives; and
- (v) Creating a safe and sustainable place for future generations.

1.2 This report relates to all Objectives.

Corporate Plan

1.3 This section sets out how the proposals relate to the achievement of the Council's Corporate Plan Objectives.

- (i) Giving every child the best start in life;
- (ii) Developing educated, responsible, and informed citizens;
- (iii) Promoting a prosperous, inclusive, and sustainable economy;
- (iv) Supporting people to lead independent, healthy, and active lives; and
- (v) Creating a safe and sustainable place for future generations.

1.4 This report relates to all Objectives.

2. Resource Implications

Financial

2.1 Not applicable.

Workforce

2.2 Not applicable.

Asset Management (land, property, IT)

2.3 Not applicable.

3. Assessments

Equality Impact Assessment

3.1 Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. Carrying out Equality Impact Assessments for plans and policies allows the Council to demonstrate that it is meeting these duties.

3.2 The proposals have been considered under the Corporate Equalities Impact Assessment process (EqIA) with the following outcome:

(i) Assessed as **not relevant** for the purposes of EqIA

Strategic Environmental Assessment

3.3 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals.

3.4 This report has been considered under the Act and no further action is required as it does not qualify as a PPS as defined by the Act and is therefore exempt.

Sustainability

3.5 Under the provisions of the Local Government in Scotland Act 2003, the Council must discharge its duties in a way which contributes to the achievement of sustainable development. Under the Climate Change (Scotland) Act 2009 the Council also has a duty relating to climate change and, in exercising its functions must act:

- In the way best calculated to delivery of the Act's emissions reduction targets.
- In the way best calculated to deliver any statutory adaption programmes.
- In a way that it considers most sustainable.

- 3.6 The information contained within this report has been considered under the Act. However, no action is required as the Act does not apply to the matters presented in this report.

Legal and Governance

- 3.7 Not applicable.

Risk

- 3.8 Risks are identified and reviewed as part of the BMIP process.

4. Consultation

Internal

- 4.1 The Annual Performance Plan is developed in collaboration with Heads of Service, Managers, and staff across Corporate & Democratic Services.

External

- 4.2 Not applicable.

5. Communication

- 5.1 Communication of the finalised Business Management and Improvement Plan will take place once approved by Committee.

2. BACKGROUND PAPERS

No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) were relied on to any material extent in preparing the above report.

3. APPENDICES

- Appendix 1 – Corporate & Democratic Services Business Management and Improvement Plan 2021/22